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12 April 1950

TO : TRD Policy Committee

FROM : Chief, Assessment Staff

SUBJECT: Qualifications and Work Responsibilities for the Position of Statistical Analyst/Stenographer, Assessment Staff. Present rating GS-6. Proposed rating GS-7.

1. The qualifications for this position are as follows:

a. At least two years college education with courses in: general psychology, psychological and educational statistics, psychological tests and measurements, and business administration.

b. Service as a member of the armed forces during World War II. (Combat and/or overseas experience highly desirable but not required).

c. Willingness to be trained and to serve, when necessary, as an administrative assistant or administrative officer in an intelligence assignment, either in headquarters or in an overseas post.

d. Initiative, emotional stability, social maturity, poise, sensible, practical, industrious. Pleasing, well-balanced personality.

e. Dictation speed 150 words per minute.

f. Typing speed, 70 words per minute.

g. Excellent abstract reasoning ability and verbal intelligence.

h. Excellent proficiency in spelling, punctuation, capitalization, and arithmetic computation.

i. Excellent proofreader.

j. Favorable assessment report before assignment to position.

2. The work responsibilities for this position are as follows:

a. Serves as assistant to psychologist and senior psychologist in the handling of covert cases.

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b. Handling of all administrative details in connection with covert assessment cases.

c. Is responsible for all covert scheduling and the accurate maintenance of covert records.

d. In scheduling covert assessment cases, confers with branch, division, and staff chiefs.

e. Processes and scores aptitude and psychological tests given to covert assessment cases and constructs profile charts and psychographs.

f. In the absence of the psychologist administers tests to assessment cases as required by the senior psychologist.

g. Advises psychologist and senior psychologist concerning cases in progress.

h. Devises new and simplified scoring procedures for aptitude tests which must be modified to meet covert assessment needs.

i. Makes and revises test and report forms.

j. Collates and organizes the notes of the senior psychologist and psychologist, either oral or written, into final written form.

k. Types final assessment reports from stenographic notes or from dictaphone transcription.

l. Compiles covert test norms and presents such data in terms of tables, charts, graphs, profiles, and frequency distributions.

m. Maintains custody of special tests required for covert assessment purposes and is responsible for their preparation, distribution, and proper use.

n. Writes detailed observation reports on covert assessment cases in connection with test administration and problem situations.

o. Participates in situation-testing programs, as critic, observer, decoy.

p. Keeps Top Secret, Eyes Alone, record files on all covert assessment cases and limits their distribution to the proper persons.

Chief, Assessment Staff

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